Finance Office

Department Overview

The Finance Department provides professional financial services to the Public, County Commission, Elected Officials, Department Heads and Employees of Gallatin County. The office is responsible directly to the County Administrator.

The Finance Department supports the County in receiving budget requests, analyzing revenue capacity, analyzing departmental requests, and plan, coordinate, and track effects of decisions during Budget meetings. The department is responsible for the Budget Document, monthly and quarterly reports on revenues, expenses and variations to the budget; prepares the annual mid-year budget analysis; prepares Financial Report and Trend Analysis Report, calculates future year revenues and expenses for use in estimating funds available for future Budgets: prepares reports and gives financial recommendations, facilitates committees as appointed by the Commission and coordinates counties response to legislative bills.

The Office submitted the FY 06 Budget to the Government Finance Officer's Association for consideration for Certificate of Excellence, which was awarded. This is the first time the County has submitted and the first Certificate of Excellence for Budgeting the County has received.

Department Goals

- To develop a budget document that is clear, concise and easy to read by the general public.
- Develop & use sound financial & management & "best" practices.
- To educate elected officials and department heads on fiscal and financial activities.
- To be referred to as the best county in the state from a fiscal and financial perspective.
- To discuss, design, review and implement full Performance Budgeting for all major departments tied to long- term needs and the CIP.

- To prepare and enhance information for sixth year Financial Trend and Analysis report including mid-year budget review.
- To improve communication between finance office and customers.
- To enhance Finance Offices ability to analyze budget requests, implement performance budgeting and maintain service levels to customers.
- To develop a Long Term Financial Plan (expansion of fiscal trend analysis).
- To assure efficient and effective management of the public's resources by providing quality financial services.
- To provide knowledgeable and courteous customer service to all individuals who contact the Finance Department with questions or concerns.
- Enhance Special District Budget process with tracking, reporting and verification of information.

Recent Accomplishments

<u>Received GFOA Distinguish Budget</u> <u>Award</u>

- Implemented the county-wide performance measurement system.
- Received approval for Courthouse Annex and 3rd District Court Remodel Loan applications.
- Updated Budget and Financial Analysis on the County Web Page.
- Budget Analyst Reviewer for GFOA Budget Certification Program.
- Developed Balanced Budget projected forward into FY 2008.

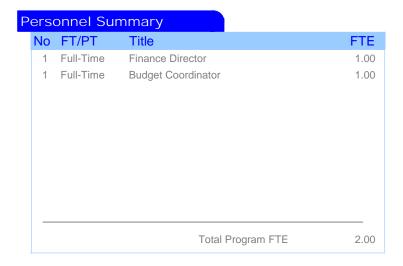
GENERAL GOVERNMENT

Finance Office

Department Budget

Object of Expenditure		Actual FY 2005	Final FY 2006	Actual FY 2006	Request TY 2007	eliminary FY 2007	ı	Final Y 2007
Personnel Operations		\$ 124,148 35,769	\$ 130,132 128,298	129,125 22,598	\$ 129,360 168,233	\$ 137,081 168,233	\$	139,092 168,233
Debt Service Capital Outlay Transfers Out		- 17,509 -	- 27,500 -	- - -	2,500 -	2,500 -		2,500 -
	Total	\$ 177,426	\$ 285,930	\$ 151,723	\$ 300,093	\$ 307,814	\$	309,825
Budget by Fund Group								
General Fund Special Revenue Funds		\$ 144,189 33,237	\$ 140,930 145,000	\$ 118,331 115,000	\$ 175,093 125,000	\$ 182,814 125,000	\$	174,181 135,644
Debt Service Funds Capital Project Funds		-	-	-	-	-		-
Enterprise Funds Internal Service Funds Trust & Agency Funds		-	-	-	-	-		-
Trust & Agency Funds	Total	\$ 177,426	\$ 285,930	\$ 233,331	\$ 300,093	\$ 307,814	\$	309,825
Funding Sources								
Tax Revenues Non-Tax Revenues Cash Reappropriated		\$ 29,239 149,639 (1,452)	\$ 48,605 75,299 162,026	\$ 48,119 78,311 106,901	\$ 51,013 79,029 170,052	\$ 52,325 81,062 174,427	\$	52,667 81,592 175,567
	Total	\$ 177,426	\$ 285,930	\$ 233,331	\$ 300,093	\$ 307,814	\$	309,825

Department Personnel



Finance Office

2007 Budget Highlights

Personnel

· No changes to personnel

Operations

• Change approved for special programs and activities funded in the Payment in Lieu of taxes Fund.

Capital

• Capital Reserve \$2,500.

County Commission Goals/Department Response

The County Commission established a set of overarching goals for the county government. Listed below are the County Commission's goals, followed by the methods by which the Finance department is striving to fulfill those goals.

Exceptional Customer Service

- Respond to public inquiries within 4 hours, with answers available within 8 hours.
- Prepare a clear concise and easy to read Budget Document.
- Provide Training on updated Software

Be Model for Excellence in Government

- Input solicited on legislative proposals.
- · Referred to as the best county fiscal office in the state.
- Develop a long-term plan for operations and capital needs.

Improve Communications

- Educate the public, commission, employees, elected officials, department heads of the county on fiscal and financial activities.
- Develop and implement performance measurements, performance budgeting.
- Present financial condition of the county to all users.

To be the Employer of Choice

- Maintain competitive in the market place.
- Train employees in Fiscal and Financial duties and responsibilities.

GENERAL GOVERNMENT

Finance Office

WORKLOAD INDICATORS/PERFORMANCE MEASURERS

Workload Indicators

Indicator	Actual FY 2004	Actual FY 2005	Estimate FY 2006	Projected FY 2007
 Public Meetings held on the budget Appearances on media (TV/radio) on budget Preliminary budget meetings held with departments Size of the county's budget Number of funds Number of budgeted transfers 	5 6 38 \$79 mil 253 39	6 68 \$79 mil 256 49	8 4 79 \$81 mil 257 40	19 6 48 \$85 mil 248 38

Performance Measures

Measure	Actual FY 2004	Actual FY 2005	Estimate FY 2006	Projected FY 2007
Distinguished Budget Presentation Award County's Bond Rating Financial Statements Resolutions Adopted without errors	N/A A Unqualified 54	N/A A Unqualified N/A	Received A+ Unqualified 60	Will Apply A+ Unqualified 65

Commentary

The Finance Department is currently developing Workload Indicators and Performance Measures. For those that are shown, estimates are made for prior year actuals. Additional workload indicators and performance measures will be established in coming years to better gauge the efficiency and effectiveness of the department.